

**RESPONSIBLE FATHERHOOD INFORMATION SYSTEM
TEXAS FRAGIL FAMILIES (RFMIS-TFF)**

Form Checklist

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Revised 7/16/03

Client Name: _____

Project Staff: _____

Check off each form as completed.

__1. Form 1: Contact Form- Information related to client contact. Collect once at intake and update as needed.

__2. Form 2: Intake/Assessment Form- Information related to contact fit to program and service needs. Collect once at intake.

__3. Form 3: Monthly Tracking form- Information related to services provided to client and outcomes or goals reached by client. Also, tracks changes to family and employment status. Collect each month client is on active program caseload, or until a Case Closing Form is completed.

__4. Form 4: Case Closing Form- Information related to client's reasons for ending program participation. Collect once at case closure.